



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY**  
UNIT 29351  
APO AE 09014-9351

AEAGA-M

17 August 2004

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT:** Translation Support for Spouses

This memorandum expires in 1 year.

1. Soldiers and civilian employees in the Army in Europe are concerned about their families. This is particularly true during extended missions away from the homefront. We must be aware of families' needs so that we can support them properly. This includes producing command information material in a language spouses understand.
2. To ensure all families receive the support they deserve, central processing facilities (CPFs) will—
  - a. Ask new arrivals if their spouses require translation support.
  - b. Record this information on DA Form 7425, Readiness and Deployment Checklist.
3. When new arrivals complete inprocessing, they will give their DA Form 7425 to their unit commander. This will ensure commanders know which Army families require translation support. Commanders will share this information with rear detachment commanders, family readiness groups, and others in the organization who produce command information material for families. Commanders will ensure non-English-speaking spouses—
  - a. Have key information in their native language.
  - b. Know how to get additional translation services through the Army Community Service.
4. By ensuring families get the best support we can provide, we will keep our families, Soldiers, and civilian employees focused and ready to accomplish Any Mission, Anywhere.

**FOR THE COMMANDER:**

**WILLIAM E. WARD**  
Lieutenant General, USA  
Deputy Commanding General/  
Chief of Staff

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